



Washoe County School District

Every Child, By Name And Face, To Graduation

March 31, 2022

TO: **Elementary School Principals**

FR: DeShawn Reed, Human Resources Manager, Office of Human Resources

RE: **WORK SCHEDULES & CALENDARS 2022-2023: LESS-THAN-12-MONTH ESP EMPLOYEES**

Attached to this memorandum is a description of the work days for ESP employees who work less-than-twelve-(12)-months. Please post this description at your school.

WORK DAYS

Please note that “work days” means in paid status (excluding holidays). Thus, an employee with a 226-day work year should have 226 actual days on the job unless ill or using another paid leave day (such as personal business).

Work should not be scheduled during Christmas or Spring breaks for most ESP employees. If an employee qualifies for, and has earned vacation, he/she should be encouraged to use it during these periods except when there are “essential functions” that must be performed i.e. payroll processing. Each site needs to establish a plan to cover the essential functions during any break periods.

WORK HOURS

In a seven (7) hour a day position, seven (7) hours a day **must be worked** (break time is included in the 7 hours). Lunch time (regardless of whether it is thirty (30) minutes or one (1) hour) is external to the seven (7) hours. Thus, a seven (7) hour secretary with a one (1) hour lunch must be “on the job” for eight (8) hours.

2022-2023 SCHOOL YEAR
 Elementary Support Staff
 (Working Less-Than-Twelve-Months)

BALANCE CALENDAR

STAFF GROUP	2022 Starting DATE	2023 Ending DATE	Days in Work Year Excluding Holidays (Actual Days to be Worked)	Calendar	Days
Administrative Secretaries (School Secretaries)	July 14	June 30	226 Work Days	CLASS226*	22 days prior/ 14 after
Clinical Aides	August 1	June 12	191 Work Days	CLASS191*	10 days prior / 1 after
Classified Procedure Nurse	August 8	June 9	182 Work Days	NURSE182*	1 day prior / 1 during
Library Assistants & Associates	August 11	June 15	186 Work Days	CLASS186	2 days prior / 4 after
Teacher Assistants	August 12	June 9	182 Work Days	CLASS182*	1 day prior / 1 during
Teacher Aides/Clerical Aides	August 15	June 9	180 Work Days	CLASS180	= student contact days
Educational Technology Specialists (Computer Assistants)	August 15	June 9	180 Work Days	CLASS180	= student contact days

*NURSE182 the one day worked, prior to school starting, will be August 8, 2022. The one day during will be December 23, 2022.

*CLASS182 will patch for December 23, 2022 as a scheduled work day.

*CLASS191 first two (2) weeks are authorized at eight (8) hours per day, for a total of 80 hours. Code hours over regular schedule as additional hours.

*CLASS226 will patch for Spring Break (March 20 – March 31) as scheduled work days. The Flex-On and Flex-Off process is available to meet the specific work schedule needs.

2022-2023 SCHOOL YEAR
 Elementary Support Staff
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INCLINE ELEMENTARY SCHOOL

STAFF GROUP	2022 Starting DATE	2023 Ending DATE	Days in Work Year Excluding Holidays (Actual Days to be Worked)	Calendar	Days
Administrative Secretaries (School Secretaries)	August 1	July 17	226 Work Days	CLSIN226*	15 days prior / 21 after
Clinical Aides	August 8	June 15	191 Work Days	CLSIN191	10 days prior / 1 after
Classified Procedure Nurse	August 19	June 15	182 Work Days	CLSIN182	1 day prior / 1 after
Library Assistants & Associates	August 18	June 21	186 Work Days	CLSIN186	2 days prior / 4 after
Teacher Assistants	August 19	June 15	182 Work Days	CLSIN182	1 day prior / 1 after
Teacher Aides/Clerical Aides	August 22	June 14	180 Work Days	CLSIN180	= student contact days
Educational Technology Specialists (Computer Assistants)	August 22	June 14	180 Work Days	CLSIN180	= student contact days

*CLSIN226 will patch for Fall Break (Oct 3-7) and Spring Break (April 10-14) as scheduled work days. The Flex-On and Flex-Off process is available to meet the specific work schedule needs.

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GERLACH ELEMENTARY SCHOOL

STAFF GROUP	2022 Starting DATE	2023 Ending DATE	Days in Work Year Excluding Holidays (Actual Days to be Worked)	Calendar	Days
Teacher Assistants	August 11	June 7	146 Work Days	GRLCH146*	1 day prior / 1 during
Teacher Aides/Clerical Aides	August 15	June 7	144 Work Days	GRLCH144	= student contact days

*GRLCH146 will patch for December 22, 2022 as a scheduled work day.